

CG-09-00

FEDERAL WORKPLACE DRUG TESTING

1. I want to emphasize the importance of the civilian Federal Workplace Drug Testing program. An active and aggressive drug testing program is an effective deterrent to drug abuse. The primary goals are to ensure illegal drug use is eliminated and this installation is safe, healthful, productive and secure. Drug abuse by WSMR employees will not be tolerated; however, anyone with a drug abuse problem who desires help can seek confidential assistance at the Substance Abuse Prevention (SAP) Program, Employee Assistance Program.

2. I support the Federal Workplace Drug Testing Program and want to ensure it continues to be implemented properly and smoothly. All employees occupying a Test Designated Position (TDP) will be tested prior to appointment or selection to a TDP; and, thereafter, on a random unannounced basis as required by Change 3, AR 600-85, para 5-14b and PEDDA-HR memorandum, dated 14 May 99. The following procedures have been developed and everyone concerned will follow them:

a. The Workforce Operations Directorate (WO) will forward an updated list of names and social security numbers of employees in TDPs to the SAP quarterly and will coordinate with the SAP for pre-employment testing of TDP candidates.

b. Using the list provided by WO, the Testing Coordinator will conduct unannounced computerized random selection of employees in TDPs to be tested. Selection will be made no less frequently than bi-monthly and may be split to allow more than one testing. The number of employees selected is determined by the quota established by DA.

c. Directors will ensure their employees comply with drug testing requirements. The Testing Coordinator will notify directors, or their designees, of employees who were selected. The employees will report to the SAP office to give a urine specimen immediately after notification; but, not later than close of business the same day. Employees who are not at work due to variable shift, TDY, annual or sick leave will not be notified until they return to duty. They will be tested immediately upon return to duty. Those who are absent for more than five working days after selection will be deferred for future random drawings.

d. If an employee refuses testing or is uncooperative, the Testing Coordinator will notify the appropriate director who must then take action. Refusal to comply with drug testing requirements may result in disciplinary action.

e. The SAP is the overall coordinator of the program and will monitor for compliance with drug testing requirements. It is each directors' responsibility to ensure their designee and TDP employees comply with this requirement.

3. The point of contact is Ms. Amy Haddad, 678-1856/1977.

4. This guidance supersedes CG-05-95.

STEVEN W. FLOHR
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Commanding

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